



Transportation Commission Study Session

DATE: November 10, 2016

TO: Chair Zahn and Members of the Transportation Commission

FROM: Michael Ingram, Senior Transportation Planner

SUBJECT: Review of City requirements for Transportation Management Programs at large real estate developments

DIRECTION REQUESTED

Action

X Discussion

Information

The TMP Code Review is scheduled as a Study Session item for the Commission meeting on November 10. In accordance with direction received from the City Council in September, the work going forward will focus on six recommended changes to existing City code provisions for TMPs (detailed in Attachment 1). Topics for the meeting on November 10 are as follows:

- Review the enforcement provisions in the Bellevue Commute Trip Reduction (CTR) program code ([BCC 14.40.110](#)), which offers a model for how TMP enforcement could be addressed (relates to Recommendation 1)
- Review the [Bellevue CTR Implementation Guidelines](#) and, potentially, the Seattle Director's rule for TMPs ([SDOT DR 09-2015](#)); these are similar to the function of the proposed *Bellevue TMP Implementation Guidelines* (relates to Recommendation 5)
- Discuss, review a draft outline for the *Bellevue TMP Implementation Guidelines*.

Commission comment is invited on these topics.

BACKGROUND

Note: All but the final paragraph in this Background section is repeated from the October 13 meeting packet.

Bellevue City Code section 14.60.070 requires new buildings meeting certain thresholds for size and category of use to develop and implement automobile trip reduction programs directed to tenant employees or residents, in order to reduce transportation impacts related to development. Required elements of these Transportation Management Programs (TMPs) vary according to building size and use but often include features such as distributing transit and

ride-sharing information, designating a transportation coordinator, providing preferential parking for carpools, providing financial incentives for commuters and setting up a "guaranteed ride home" program. An additional overlay of requirements applies to office buildings in downtown (BCC 14.60.080) which includes a performance standard (35% reduction in drive-alone commuting to a building over a 10-year period) and additional programmatic elements. There is also provision in the Medical Institution District section of the Land Use Code (BCC 20.25J.050) for a TMP to be required at development in this area; the TMP may be per the requirements of BCC 14.60.070 or based on a performance standard and program features established as needed to attain the designated performance standard.

In March, staff and the Commission initiated a process to review current requirements. Elements of the review included consideration of the origin of TMPs in Bellevue, examination of current City code requirements for TMPs and the extent that buildings currently affected by these agreements are in compliance with their requirements. Also reviewed was effectiveness of TMP buildings in reducing rates of drive alone commuting, comparison of TMP requirements with Commute Trip Reduction (CTR) requirements that apply to large employers as well as review of TMP requirements at other local jurisdictions. Details of these analyses are posted on the TMP page of the City website (<http://www.bellevuewa.gov/trip-reduction-large-buildings.htm>).

The review of TMP requirements also involved two initiatives to solicit input from stakeholders and affected parties. The first initiative was an online survey of persons directly involved with TMP requirements or TMP implementation activities in Bellevue (in late April/early May). The second initiative was an online open house (for five weeks in July/August). Reports of feedback from these outreach efforts are posted on the [City's TMP webpage](#).

At the meeting on September 8, the Commission endorsed six general changes to current requirements. The six recommended changes are:

- 1) Fix elements that are dated and/or not working.
- 2) Revise performance goal (which applies to Office buildings in Downtown), so that is realistic and equitable. Specify performance goal as a *target rate for drive-alone commuting* (rather than as a reduction from an initial baseline measurement).
- 3) Extend performance goal to Office uses citywide
- 4) Add flexibility to implementation measures, while maintaining minimum requirements.
- 5) Develop and maintain a *TMP Implementation Guidelines* document.
- 6) Increase building size thresholds for minimum TMP requirements of posting and distributing information.

On September 26, City staff, Chair Zahn and Commissioner Wu briefed the City Council on the TMP review initiative and the recommended changes. Council members expressed support for the work to date and for the six areas of revision recommended by the Commission. Attachment 1 describes the recommended changes in more detail.

INFORMATION

At the meeting on November 10, staff will provide an overview of the code and the process for enforcement of the City's Commute Trip Reduction regulations ([BCC 14.40.110](#)). From time to time, worksites affected by these regulations fail to engage in required implementation activities, program reporting or measurement surveys and there is need to pursue steps to secure their cooperation. Experience working with the CTR enforcement framework has shown it to be effective and staff believe it offers a relevant model for how TMP enforcement could be addressed (relates to Recommendation 1).

The other key topic for the meeting will be the proposed *Bellevue TMP Implementation Guidelines* (relates to Recommendation 5). Again, the CTR program offers a model that appears relevant to the TMP program. Staff will highlight the relationship between the City Code language for CTR and the supporting content in the [Bellevue CTR Implementation Guidelines](#) (see Attachment 2). Staff will present and invite input regarding proposed content elements for the *Bellevue TMP Implementation Guidelines* (see Attachment 4 for draft outline). Also of potential relevance is a similar document used in the city of Seattle to guide establishment and implementation of TMPs, *SDOT Director's Rule 09-2015* (aka DPD Director's Rule 27-2015; see Attachment 3).

NEXT STEPS

The proposed framework for the TMP code review process is to first discuss a proposed change at a Commission meeting, then staff will identify the corresponding code revisions and include them in the transmittal to the Commission for the following meeting (typically, one month later; however, we currently face a two-month gap, as our next consideration of the TMP topic will be at the January meeting).

Anticipated topics for consideration at the Commission meeting on January 12 are as follows:

- January: Identify revisions to City code language, so as to remove requirement for posting information in tenant spaces (as well as other outdated/prescriptive implementation requirements) and reflect the recommended change to enforcement provisions (relates to Recommendation 1)
- January (also in February): Discuss, refine potential approaches to determining drive-alone targets (relates to Recommendation 2).
- January (also in February, March): Review draft TMP Implementation Guidelines content items relating to implementation measures (relates to Recommendation 5).
- January or February: ID necessary references in code sections to support TMP Implementation Guidelines (relates to Recommendation 4).

Scoping of the work involved for the code revision process suggests that five Commission meetings may be necessary, including a public hearing on the proposed code revisions at the end of the process (target for this is April). If the anticipated timeline for this process holds, the proposed revision may be ready for consideration by the City Council in May. Attachment 1 provides detail on how this process may be pursued for each of the six recommended revisions.

If you have questions prior to the meeting, please contact me at mingram@bellevuewa.gov or 425-452-4166.

ATTACHMENTS

1. Recommendations for revisions to TMP requirements, with proposed next steps (Note: The same attachment was transmitted with the memo for the October 13 meeting)
2. Bellevue CTR Implementation Guidelines
3. Seattle Director's Rule for TMPs [SDOT DR-09-2015](#) (link only, available at, <http://www.seattle.gov/transportation/drules.htm>)
4. Version 1.0 draft outline for Bellevue TMP Implementation Guidelines

Attachment 1: Recommendation for Revisions to TMP Requirements and Proposed Next Steps

October 6, 2016

New buildings in certain use categories and exceeding certain size thresholds are subject to City requirements to develop and implement a Transportation Management Program (TMP). The purpose of the TMP requirement is to mitigate the ongoing impact of a building on the transportation system by reducing daily commute trips. Current City code requirements for TMPs were adopted in 1995 and are specified in BCC 14.60.070 (which applies to development citywide) and 14.60.080 (which applies to office buildings in Downtown); specific requirements vary by building use and size. Following various analyses and public engagements in spring and summer 2016, City staff and the Transportation Commission identified the following six recommended changes to current City code requirements for TMPs. The City Council reviewed these recommendations (on September 26, 2016) and directed staff and the Commission to continue work to further refine elements and details of the recommendations.

	Current code requirement	Recommended revision	Discussion	Proposed Next Steps
1	<p>Current code includes a few elements that are dated and/or not working. Elements identified to date are:</p> <ul style="list-style-type: none">• Requirement to post information at individual tenant spaces in Downtown Bellevue office buildings.• Enforcement provisions. <p>(*See also item 2 below regarding performance goal.)</p>	<p>Fix elements that are dated and/or not working:</p> <ul style="list-style-type: none">• Remove requirement for posting information regarding transit and ridesharing in individual tenant spaces• Enhance/revise enforcement provisions, using the Commute Trip Reduction code requirements (which were updated in 2008) as a model.	<p>Current code requires posting transit and ridesharing information in workspaces of individual tenants with 50 or more employees at affected Office buildings in Downtown. (This is in addition to required posting of information in building lobbies/common areas). This provision is difficult to monitor and, arguably, is less important than in years past, given access to relevant information on the internet.</p> <p>Enforcement provisions are lacking for parts of the current code (BCC 14.60.070) and difficult to utilize for others (BCC 14.60.080, which specifies Downtown Office buildings that consistently fail to meet their performance goal post an assurance bond, at a level that meets the financial incentives included in the remedial action plan developed by the building to address the shortfall in performance). Staff are not aware of the current enforcement provision for</p>	<p>1. Fix elements that are dated or not working.</p> <p><u>November</u>: Review the CTR enforcement provisions, discuss how these could be applied to the TMP context.</p> <p><u>January</u>: ID revisions to City code language,</p> <ul style="list-style-type: none">▪ to remove requirement for posting information in tenant spaces▪ to reflect the recommended change to enforcement provisions.

	Current code requirement	Recommended revision	Discussion	Proposed Next Steps
			<p>14.60.080 ever being used; it does not provide a viable approach to engaging building managers and securing their cooperation in developing a more effective building trip reduction program. Furthermore, it holds them accountable for outcomes over which they have only limited influence.</p> <p>The proposed revised approach, following the CTR program model (BCC 14.40.110) holds affected employers responsible for making a “good faith effort” to develop effective CTR programs at their worksites; failure to meet a performance goal is not a violation per se. Employers who are in violation of program requirements are subject to a penalty of up to \$250 per day. Staff have found that making reference to this potential penalty has proven effective at gaining cooperation at several worksites where CTR engagement was lacking.</p>	
2	Current code sets a performance requirement for Office buildings in Downtown of a 35% reduction in drive-alone commuting over 10 years following an initial measurement.	<p>Revise performance goal so that is realistic and equitable.</p> <p>Specify performance goal as a <i>target rate for drive-alone commuting</i> (rather than as a reduction from an initial baseline measurement).</p>	<p>Two key problems have been identified with the current code requirement for trip reduction:</p> <ul style="list-style-type: none"> • The expected 35% reduction is unrealistic, actual reductions over 10 years average 20% • Buildings that start with a low baseline measurement have a difficult challenge in making further reduction, yet code requires they do so, even if their current performance is exemplary. 	<p>2. Revise Performance Goal. <u>January, February:</u> Discuss, refine potential approaches to determining drive-alone targets <u>March:</u> ID revisions to City code language relating to targets.</p>

	Current code requirement	Recommended revision	Discussion	Proposed Next Steps
			Setting performance goal as a specific target rate for drive-alone commuting allows for more consistent expectations from building to building and aligns with the approach used in other local jurisdictions that have TMP requirements.	
3	Current code requires a performance goal (for trip reduction) only at Office buildings in Downtown. Office buildings elsewhere in the city and other building types citywide have only a requirement to implement certain measures to encourage trip reduction.	Extend performance goal to Office uses citywide.	<p>Extending the performance goal requirement to (new) Office buildings citywide makes the TMP requirements more equitable. It also recognizes that transportation impacts and challenges exist in both the Downtown and outside Downtown settings.</p> <p>Office uses are the predominant employment citywide and generally have employees commuting during peak periods.</p>	<p>3. Extend performance goal to office uses citywide.</p> <p>To be addressed in conjunction with Recommendation #2, above.</p>

4	<p>Current code is prescriptive. It specifies particular measures that building owners/managers are required to implement. The specific measures vary by building use and size; requirements may include:</p> <ul style="list-style-type: none"> • Posting and distributing information about transit and ridesharing • Designating a building transportation coordinator • Providing preferential parking for carpools and vanpools • Providing a \$15 financial incentive to car/vanpool riders, transit users • Providing a guaranteed ride home. <p>Additional requirements apply to Office buildings in Downtown:</p> <ul style="list-style-type: none"> • Posting information about transit and ridesharing in tenant spaces • Parking stall cost as a line item in building leases • Tenant participation in building commute surveys. 	<p>Add flexibility to implementation measures, while maintaining minimum requirements.</p> <p>A more flexible approach could include the following:</p> <ol style="list-style-type: none"> a. Set minimum baseline measures (e.g., post & distribute transit and ridesharing information, designate a building transportation coordinator). b. Require additional measures at buildings meeting certain use categories and size thresholds. c. The additional measures may be selected from a City “TMP Implementation Guidelines” document. d. Office buildings meeting their drive-alone rate targets are relieved of the requirement to implement the additional measures. 	<p>By allowing flexibility, building managers can select the most appropriate measures, considering such factors as tenant characteristics and proximity to transit.</p> <p>Common themes throughout the TMP review process have been to accommodate future changes in technology and transportation. Allowing more flexibility in implementation measures and administrative revision of City guidance* will facilitate adaptation to changes in the broader environment.</p> <p>Maintaining certain minimum requirements (e.g., posting information, designating a Building Transportation Coordinator) will set a common baseline across buildings and facilitate monitoring.</p> <p>(*See <i>TMP Implementation Guidelines</i> description below.)</p>	<p>4. Add flexibility to implementation measures.</p> <p><u>February or March</u>: ID revisions to code language to support shift in framework from detailed implementation measures to TMP Implementation Guidelines (see #5 below).</p>
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	Current code requirement	Recommended revision	Discussion	Proposed Next Steps
5	Current TMP requirements (including required implementation activities) are detailed in code, can only be adjusted via a code amendment process.	Develop and maintain a <i>TMP Implementation Guidelines</i> document detailing TMP implementation strategies, monitoring practices and other relevant information. The <i>TMP Implementation Guidelines</i> could be revised administratively, providing more flexibility to adapt as conditions evolve.	<p>The City currently has three transportation documents that provide additional guidance, in support of requirements specified in City code. These are,</p> <ul style="list-style-type: none"> • Commute Trip Reduction Implementation Guidelines • Impact Fee Manual • Transportation Design Manual <p>(The City of Seattle uses a similar model for TMPs: A “Director’s Rule” provides guidance on how to develop TMP agreements and implement requirements that are identified in City code.)</p>	<p>5. Develop and Maintain a TMP Implementation Guidelines document.</p> <p><u>November:</u></p> <p>A. Review potential models for the TMP Implementation Guidelines, including:</p> <ul style="list-style-type: none"> ▪ Bellevue CTR Implementation Guidelines, ▪ Seattle Directors Rule 09-2015 (for TMPs) <p>B. Review draft outline of a Bellevue TMP Implementation Guidelines document</p> <p><u>January, February, March:</u> Review draft content items relating to implementation measures.</p> <p><u>January or February:</u> ID necessary references in code sections to support TMP Implementation Guidelines.</p>
6	Current thresholds for TMP requirements are as low as 30,000 gross square feet for Office uses and Medical Clinics. At these levels, the only requirement in the current code is posting of information regarding ridesharing and transit and annual distribution of information to tenants (as well as to new tenants and new employees).	<p>Increase building size thresholds at which TMP requirements apply.</p> <p>Other uses (Manufacturing, Retail, Residential) also have thresholds where the only requirement is posting and distributing information. These too should be increased.</p>	<p>Eliminating the TMP conditions for smaller buildings, where the only requirement is post and distribute information, would not only reduce the number of TMP agreements that must be established and monitored, but also would recognize that options for access to information have evolved since the current code was adopted (in 1995). Specifically,</p> <ul style="list-style-type: none"> • Information about travel options is more readily available, via the internet (including by smartphone) • The City now has a robust travel options program, Choose Your Way Bellevue, 	<p>6. Increase building size thresholds for minimum TMP requirements.</p> <p><u>February or March:</u> Review current and proposed thresholds.</p>

	Current code requirement	Recommended revision	Discussion	Proposed Next Steps
			directed to individuals (as well as employers and property managers)	

City of Bellevue Commute Trip Reduction Implementation Guidelines

1 July 2016

Supporting Bellevue City Code Chapter 14.40

Purpose

The purpose of these CTR Implementation Guidelines is to provide City of Bellevue (“city”) staff, Affected Employers, and other interested parties with a standard process for administering Chapter 14.40 of the Bellevue City Code (Commute Trip Reduction) in a manner consistent with the 2006 Commute Trip Reduction Efficiency Act.

14.40.010 Definitions

The City of Bellevue CTR Implementation Guidelines apply the same definitions to key terms as defined in the Bellevue City Code 14.40.010.

The “city’s agent for CTR implementation” is referenced throughout these guidelines. The city currently contracts with the following agent for CTR implementation:

King County Metro, Customer Communications & Services, Business Transportation Solutions

201 S. Jackson St., KSC-TR-0434, Seattle, WA 98104

Employer.Services@kingcounty.gov, 206-684-4444,

<http://www.kingcounty.gov/CommuteSolutions>

14.40.020 City of Bellevue CTR Plan

The City of Bellevue Commute Trip Reduction Plan, updated to reflect changes from the 2006 Commute Trip Reduction Efficiency Act, is available upon request in paper form or can be found online at <http://www.bellevuewa.gov/gtec.htm>.

14.40.030 CTR Goals

Consistent with state guidance, in 2015 the City of Bellevue set an overall jurisdiction goal of a 16.3 percent reduction in drive-alone rates and 18 percent reduction in vehicle miles traveled (VMT) to CTR sites from 2008, which is the baseline year, to the two-year 2019/2020 survey cycle.

To establish performance goals for Affected Employers, the city applied the same parameters (16.3 percent reduction in drive-alone rates and 18 percent reduction in vehicle miles traveled) to the performance of each CTR site from 2008, which is the baseline year, to the two-year 2019/2020 survey cycle.

Bellevue City Code 14.40.050, consistent with the 2006 Commute Trip Reduction Efficiency Act, requires that each newly Affected Employer perform a baseline measurement within 90 days of identifying itself under the law or otherwise having been given notice of being affected by the law. Established goals for each newly Affected Employer will be a 16.3 percent reduction in drive-alone rate and a 18 percent reduction in vehicle miles traveled from that employer's baseline measurement. The city or its agent for CTR implementation will provide the employer with guidance on how best to accomplish the baseline measurement within the parameters of the law.

Where extraordinary circumstances exist, the city may approve an extension of 30 days to complete the baseline survey. A request for extension should be in writing and provide adequate documentation to support the asserted need for additional time. Such a request should be submitted to the city's agent for CTR implementation.

14.40.040 Responsible Department

The City Manager has designated the Transportation Department as the responsible entity for administering Bellevue City Code Chapter 14.40. The Transportation Director may delegate that responsibility to a specific workgroup within the department. The current contact person is as follows:

Kate Johnson
Associate Transportation Planner
City of Bellevue Transportation Department
450 110th Avenue NE
Bellevue, WA 98004
425-452-7896
kmjohnson@bellevuewa.gov

14.40.050 Applicability

Affected Employees

As stated in Bellevue City Code 14.40.010, "Affected employee' means a full-time employee who begins his or her regular workday at a single worksite covered by the commute trip reduction plan between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least 12 continuous months who is not an independent contractor. Seasonal agricultural employees, including seasonal employees of processors of agricultural products, are excluded from the count of affected employees."

Teleworking Employees

Teleworking employees are typically considered to be affected employees. However, if all three of the following criteria are met by an employee, that employee will be considered a virtual worker and thus not an affected employee:

1. Employee's residence is located beyond commuting distance of the worksite (more than 2 hours of driving time or 100 miles);
2. Employee is rarely or never required to report to worksite; and
3. Employee has no work-related connection to the worksite other than being assigned to the worksite for payroll or other administrative purposes.

If some but not all of the criteria are met, the city will make a determination as to whether or not the employee is affected on a case-by-case basis, depending on the degree to which the employee meets the criteria.

Employer Notification

The CTR Law and 14.40.050 of the Bellevue City Code require employers to identify themselves to the city within 90 days of moving an affected worksite into the city limits or of growing the number of Affected employees at a worksite to 100 or more. An employer may send a letter or email stating its status as an Affected Employer, as defined in 14.40.010 of the Bellevue City Code, to the following contact:

Kate Johnson
Associate Transportation Planner
City of Bellevue Transportation Department
450 110th Avenue NE
Bellevue, WA 98004
kmjohnson@bellevuewa.gov

City Notification

The city or its agent for CTR implementation may identify potentially Affected Employers of the law and its possible applicability to their worksite(s) within the City of Bellevue limits. Each employer receiving the letter shall have 90 days to provide documentation that confirms or disputes its status as an Affected Employer. The documentation should be sent in email or hard-copy form to the address in the notification letter or to:

Kate Johnson
Associate Transportation Planner
City of Bellevue Transportation Department
450 110th Avenue NE
Bellevue, WA 98004
kmjohnson@bellevuewa.gov

Change in Status

Should an employer experience a change in status, as defined in Bellevue City Code 14.40.050, it may send documentation directly from the Chief Executive Officer or worksite highest ranking official supporting that assertion to the city's agent for CTR implementation or to:

Kate Johnson
Associate Transportation Planner
City of Bellevue Transportation Department
450 110th Avenue NE
Bellevue, WA 98004
kmjohnson@bellevuewa.gov

Baseline Measurement

The baseline measurement will be accomplished using the commute trip reduction program employee questionnaire (survey), available from the city's agent for CTR implementation. The survey may be conducted in paper or online format. The employer will strive to achieve at least 70 percent employee participation in the process. **If less than a 50 percent response rate is achieved, the employer should repeat the survey until a 50% response rate is achieved.**

14.40.060 Requirements for Affected Employers

Program Elements

Bellevue City Code 14.40.060 requires each Affected Employer to develop and implement a program designed to achieve site goals for the reduction of drive alone commute trips and vehicle miles traveled. Mandatory elements of that program include a designated Employee Transportation Coordinator (ETC) and the distribution of information about commute alternatives to all employees and to new hires. A template for summarizing program information is available online at <http://www.kingcounty.gov/transportation/CommuteSolutions/Report/summary.aspx> or from the city's agent for CTR implementation. In addition, each employer should prominently display the name of the ETC physically or electronically at each worksite, and ETCs are strongly advised to attend free training sessions offered by the city on subjects that provide basic information about implementing employer CTR programs. These training sessions may include but are not limited to the following topics: ETC Basic Training Part 1: Orientation to the Commute Trip Reduction Law, and ETC Basic Training Part 2: Implementing and Promoting Your CTR Program. ETCs are also strongly encouraged to attend workshops and forums such as networking group meetings with other employers, Washington State Ridesharing Organization events, and telework workshops.

The program may contain one or more additional elements deemed by the employer as necessary to achieve site goals, such as the following:

- Provision of preferential parking and/or reduced parking charges for high occupancy vehicles
- Instituting or increasing parking charges for single occupant vehicles
- Provision of commuter ridematching services
- Provision of subsidies for transit fares
- Provision of employer vehicles for work-related trips during the workday or employer participation in carsharing program for this purpose
- Provision of subsidies for carpooling or vanpooling
- Permitting the use of the employer's vehicles for carpooling or vanpooling
- Permitting flexible work schedules
- Cooperation with transportation providers to provide additional regular or express service to the worksite
- Construction of special loading and unloading facilities for transit, carpool, and vanpool users
- Provision of bicycle parking facilities, lockers, changing areas, and showers
- Provision of a program for parking incentives such as a rebate for employees who do not use the parking facility
- Establishment or enhancement of a program to permit employees to work part or full time at home or at an alternative worksite closer to their homes (telework)
- Establishment or enhancement of a program of alternative work schedules such as compressed work week schedules
- Implementation of other measures designed to facilitate the use non-drive-alone commute modes, such as on-site day care facilities and emergency taxi services
- Form or utilize an existing transportation management association or other transportation-related associations authorized by RCW 35.87A.010 = Parking & Business Improvement Areas – to assist members in developing and implementing commute trip reduction program
- Conduct a company-sponsored event to promote the use of non-drive-alone commute modes to employees
- Conduct a company-sponsored incentive campaign for calendaring trips, potentially using the state's RideshareOnline (or city's Choose Your Way Bellevue) trip logging and ridematching tool

The city encourages employers to develop a program customized to the site and its company culture. At any time, an employer may propose other program elements for approval by the city, through its agent for CTR implementation. City-approved program elements that have broad applicability to other employers may be added to the above list in future revisions of these Implementation Guidelines.

Biennial Measurement of Employee Commute Behavior

Affected Employers will work with the city's agent for CTR implementation to ensure the timely distribution and collection of the commute trip reduction program employee questionnaires (survey) at least once every two years, with the goal of achieving at least 70 percent participation in the process. **If less than a 50 percent response rate is achieved, the employer should repeat the survey until a 50% response rate is achieved.** The survey may be conducted in paper or online format.

CTR Program Description and Program Report Format

The city or its agent for CTR implementation will provide to Affected Employers forms or templates to complete for their CTR program descriptions. (As noted above, a template is also available online at <http://www.kingcounty.gov/transportation/CommuteSolutions/Report/summary.aspx> and from the city's agent for CTR implementation.)

Full program report forms are required biennially, on years when a Biennial Measurement of Employee Commute Behavior (survey) is **not** conducted, and a "short-form" program report is required in measurement (survey) years. The city or its agent for CTR implementation will provide Affected Employers with instructions for accessing and completing the full report form (typically online) and short report forms for their program reports.

If these forms and/or templates are not provided to an Affected Employer, the employee is nonetheless obliged to fulfill its responsibility to file a CTR program description and/or program report. In absence of a prescribed form/template, an employer should produce a program description or program report as described in Bellevue City Code 14.40.060.

14.40.070 Record Keeping

Employers are required to keep records of the CTR Program and performance for 48 months. Questions about specific documentation needed for compliance with this section of the Bellevue City Code should be directed to the city's agent for CTR implementation.

14.40.080 Schedule and Process for CTR Program Review, Reports, and Implementation

See program report form referenced in section 14.40.060 of these Implementation Guidelines.

14.40.090 Modification, Exemption, and Credit of CTR Requirements

Affected Employers may submit documented requests for Modification to Program Goals or Exemptions to a CTR Worksite's Program to the city's agent for CTR implementation for consideration by the city.

Requests for Modification to Program Goals will be considered by the city on a case-by-case basis only in the case of extraordinary circumstances that render an Affected Employer wholly unable to reach or make progress toward its goal.

Exemptions may be granted by the city for specific employees or groups of employees, including those who are required to drive alone to work as a condition of employment and those who work variable shifts throughout the year and do not rotate as a group to identical shifts. The following conditions will be considered when a request for exemption is received:

- Employees who work variable shifts throughout the year. To qualify under this situation the employees must meet the following conditions:
 - Must work variable shifts during the year, some of which begin between 6 and 9 a.m. and some of which do not, and
 - must not rotate from one shift to another with the same group of people. (If a significant number rotate with the same group, they still have a consistent pool of potential carpool and vanpool partners.)
- Employees who are required to drive their own vehicles to work because of the type of work they do or their work schedule. To qualify under this situation, the employee must be required to drive a vehicle to work and use it during the work day for work purposes. This must be a condition of their hiring and specified on their job description.
- Additional unique circumstances that wholly render employees unable to use a commute mode other than driving alone, which are a condition of their hiring and specified their job descriptions, will be considered by the city on a case-by-case basis.

Affected employees who are exempted from a worksite's CTR program are counted when determining the total number of affected employees at the worksite. Affected worksites that receive exemptions for some employees based on the conditions identified above measure progress toward the applicable SOV or VMT goals based on the employees who remain affected by the program, even if this number is less than 100 employees.

14.40.100 Appeal of Administrative Decisions

Affected Employers may request an [Appeal Notification](#) and formal appeals with the City Clerk at the following address:

City Clerk
City of Bellevue
PO Box 90012
Bellevue, WA 98009-9012

The Street address for delivering appeal documentation is 450 110th Avenue NE, Bellevue, WA, 98004.

14.40.110 Compliance, Civil Violations, and Penalties

No additional guidance provided.

14.40.120 Guidelines Review and Update Schedule

These CTR Implementation Guidelines will be reviewed annually and, if warranted, updated on July 1st of each year, with the following exception:

1. The list of approved additional elements that an employer may add as deemed necessary to achieve site goals, shown in the section entitled “**14.40.060 Requirements for Affected Employers**” may be modified on an ad-hoc basis.
2. Administrative and clerical changes such as correcting links, updating contact persons, etc., may be made on an ad-hoc basis.

City of Bellevue
Commute Trip Reduction Program Zones

Currently, the city does not use CTR zones or “Zone average” values in CTR implementation.

DRAFT OUTLINE
City of Bellevue
Transportation Management Program Implementation Guidelines

--Date of Issuance--

Supporting Bellevue City Code section **14.60.070**

I. Purpose of these Guidelines

These Transportation Management Program Implementation Guidelines provide City of Bellevue (“city”) staff, owners/managers of affected buildings, and other interested parties with information and resources to inform the development, implementation and monitoring of Transportation Management Programs (TMPs) at buildings in Bellevue that have a requirement to reduce ongoing travel demand.

II. Basis and Purpose of TMP Requirements

III. Process and Responsibilities for TMP Development and Implementation

A. Overview of steps for establishing a TMP

B. Determination of TMP Goal (generally applies to Office uses only)
(May be supported by Attachment I, map of zones relating to goals.)

C. TMP Program Elements

IV. Monitoring and Evaluation of TMP Implementation

A. Periodic reporting on implementation activities

B. Periodic surveying at sites with a TMP goal

C. Performance evaluation & adjustments to implementation activities

V. Enforcement of Transportation Management Program Conditions

(Propose to model TMP enforcement on CTR program enforcement provisions. Need to determine if any guidance needed in this document, as a supplement to City code.)

VI. Appeal of Administrative Decisions

(Need to determine if this is/is not needed)

Representatives of TMP-affected buildings may appeal administrative decisions by completing an [Appeal Notification Form](#) and filing a formal appeal with the City Clerk at the following address:

City Clerk
City of Bellevue
PO Box 90012
Bellevue, WA 98009-9012

The street address for delivering appeal documentation is 450 110th Avenue NE, Bellevue, WA, 98004.

VII. Revision of TMP Agreements

- A. Revisions to TMP agreements developed under current code
- B. Revisions to TMP agreements developed under earlier City code frameworks or other conditions.

VIII. Definitions

IX. Guidelines Review and Update Schedule

These TMP Implementation Guidelines will be reviewed annually and, if warranted, updated on July 1st of each year.

Attachment 1: Transportation Management Program Site Goal Zones

(This is a potential element; a map showing zones may be a useful complement to the section III.B Determination of Site Goal discussion.)